

NOTICE TO PROPOSERS

Sealed proposals, in triplicate on the forms prescribed by and addressed to the City of Deer Park, Texas will be received at the office of the City Secretary marked **“MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES”**, City Hall, 710 E. San Augustine Street, Deer Park, Harris County, Texas, until **2:00 p.m.** on **Wednesday, January 6, 2010** at which time the proposals are to be opened and publicly read in the Council Chambers at 2:00 p.m. (per council chambers clock) on said date, for the following:

“Monitoring of Debris Removal and Related Services”

The City of Deer Park does not accept emailed or faxed proposals.

Proposals are to be submitted on bidders own forms including Name of Bidder, Contact and Telephone number. The City reserves the right to reject any and all bids, or parts of bids to waive any and all technicalities, and to accept any bid, or part of bid, which it deems advantageous to itself.

BY ORDER OF THE CITY COUNCIL OF DEER PARK, TEXAS

Dated, this 1st day of December, 2009.

Sandra Watkins, TRMC
City Secretary
City of Deer Park, Texas

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Dated, this ____ day of _____, 2009.

/s/Sandra Watkins, TRMC
City Secretary
City of Deer Park, Texas

REQUEST FOR PROPOSALS

MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES FOR THE CITY OF DEER PARK

The City of Deer Park is located near the Gulf of Mexico and is vulnerable to natural and manmade disasters including hurricanes, tornadoes, floods, oil spills, hazardous material releases.

Disasters such as hurricanes often produce large volumes of debris. Debris and damaged trees create hazardous conditions including blocked roadways/drives and obstacles to emergency vehicles. These hazards and obstacles often block routine, essential, and emergency traffic, both vehicular and pedestrian. One of the first essential steps in securing the community is the removal of hazardous debris, to allow for security, emergency, and other service traffic. It is in the best interest of the City of Deer Park to enter into a pre-event agreement with a firm to provide debris management and monitoring services in the event of a disaster.

REQUIREMENTS

The City of Deer Park, (the “Owner”) is seeking qualifications and proposals for monitoring and managing the removal of disaster generated debris from public lands, easements, and rights-of-way. Removal of debris from private property may also be included. The primary purpose of these services is to insure that the entire debris removal, hauling, and disposal process is done properly and expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) Public Assistance Program and Governor’s Division of Emergency Management (GDEM) guidelines.

Respondent must meet the following general conditions:

- 1) be able to provide monitoring of the clean up, removal, separation, reduction and disposal of Debris as defined in the Scope of Services set forth on Exhibit “A” attached hereto and incorporated herein by reference (the “Services”);
- 2) be willing and capable of performing the Services, including, but not limited to, proper documentation preparation, management, and event closure services;
- 3) be knowledgeable and have experience in the provision of the Services for reimbursement through the FEMA Public Assistance program; and
- 4) be able to perform the Services and any other agreed to services in a timely manner, recognizing that the Owner desires to have this project completed within 30 days following completion of debris hauling and removal.
- 5) be able to provide the Owner with Certificates of Insurance meeting the Owner’s insurance requirements. Failure to provide the required insurance will result in cancellation of the selection and the Owner will have the right to enter into an agreement with the proponent with the next highest ranking.

RESPONSE

Respondent must provide the following information:

1. A company profile which must include the firm name and business address, including telephone number.
2. Year established (include former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Provide information indicative of experience in other projects of similar complexity that documents successful and reliable experience in past performance within the last five (5) years, as it related to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least 10 FEMA reimbursable disaster debris removal projects related to at least 3 different declared disasters, over the past five (5) years, including at least one project involving removal of at least 1,000,000 cubic yards of debris. Identification of governmental clients for whom similar services have been provided including name of client, client contact person, description of services performed and quantity of debris monitored. Provide resumes of key staff.
5. Provide the name of the person who shall serve as authorized negotiator for Respondent, should Respondent be selected to negotiate with Owner.
6. Whether or not Respondent has had a contract related to debris removal cancelled within the past seven years. If so, state the name and address of the other contracting party and reason.
7. All Respondents must certify that Respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal or state law.
8. Current obligations of Respondent, including time schedules and available staff.
9. The respondent shall provide references for five debris projects of similar size performed over the past five years. Include the client name, debris quantity, brief summary of work, and name, address, and phone number of a responsible contact person.
10. Capacity to perform services timely for the Owner is critical and could be impacted by other obligations firms may have in the general area. Provide a listing of all pre-position or pre-event debris contracts with cities, counties, or other entities within 100 miles of the City of Deer Park.
12. Completed Exhibit B – “Fee Schedule.”

Questions and/or clarifications can be directed to:

Tracy McBride
Purchasing Coordinator
City of Deer Park
P.O. Box 700
Deer Park, Texas 77536
E-Mail: tmcbride@deerparktx.org
Office Phone: 281.478.7228

Evaluation of proposals and selection of a monitoring and management firm shall be at the sole discretion of Owner. This will be a qualifications based selection. The selection criteria for this project will be as follows:

<u>GRADING CRITERIA</u>	<u>POINTS</u>
1. References on recent projects of similar size and scope	25
2. Qualifications of firm and key staff	20
3. History of successful project performance without major deobligations of FEMA funding	20
4. Capacity to respond to a regional disaster Limited existing pre-event contracts within 100 mile of The City of Deer Park	20
5. Price proposal	15
TOTAL POSSIBLE POINTS	100

Please submit one original and two exact copies of the proposal, for a total of three sets. Proposals and copies shall be submitted in a sealed envelope, clearly labeled with RFP Title, date, and company name.

Exhibit A

Scope of Services

Debris Removal Monitoring

Field Documentation of Work

Respondent shall carefully document debris removal activities as well as trees that contain hazardous hanging limbs, and hazardous trees that need to be removed. Respondent will work closely with the Owner and with FEMA to determine the most effective methods of documentation of the Contractor's work to ensure that debris removal is eligible for Federal funding. Communicate with FEMA to ensure documentation supports verification needs for project reimbursement. Assessment and monitoring of marine debris removal, including navigable waterways within the Owner's jurisdiction.

Collection Monitoring of Right-of-Way and Public Property Debris/Trees

Respondent will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster, and is eligible for federal reimbursement. The street address will be recorded on each load ticket. The respondent will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris storage and reduction site (TDSR) or disposal site with the truck driver for rating. Respondent will provide similar services if debris removal from private property is approved later for this project.

Pre-Validation of Debris and Trees

Respondent will work with FEMA in an effort to pre-validate as much debris and tree removal as possible.

Monitor Training

Respondent will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. Additionally, Respondent will get FEMA involved with the training program so that everyone has the same understanding of the disaster specific guidance for debris removal.

Spot Checks and Auditing of Monitors

Respondent will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Owner's information, and FEMA documentation. Respondent will assist the Owner in public communication and relay any citizen complaints for action by the contractor or the Owner.

Truck Certification

Respondent will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each TDSR/disposal site for quality control.

TDSR/Disposal Sites

Respondent will provide trained monitors at TDSR and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from TDSR sites through final disposal, if applicable.

Data Management

Respondent will establish a data management team that reconciles load ticket information on a daily basis. This information can be provided to the Owner, FEMA, and the Contractor for use and information. Additionally, the staff will work with the Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the Owner. Furthermore, Respondent will organize field information for FEMA documentation including photographs and GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. Respondent will help track invoices for FEMA reimbursement and provide additional supporting information as necessary.

Recovery Services

The City is interested in selecting a monitoring firm with field implementation and FEMA reimbursement experience in coastal community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and Private property vegetative/C & D hazard removal monitoring
- ROW and Private property demolition coordination and monitoring

Other Related Services

Services not specifically identified in this request, but are needed to provide a complete debris removal project.

Safety Meetings and Monitoring Updates

Respondent will hold daily meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Coordination Meetings with Contractor(s)

Respondent will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Status Reports

Respondent will provide detailed daily or weekly status reports to the Owner for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.

Exhibit B
Fee Schedule
City of Deer Park
Debris Removal Monitoring

Positions	Hourly Rates
Collection Monitor	
Clerical / Data Entry / Communications	
Debris Site / Tower Monitor	
Project Manager / Assistant Project Manager	
Field Supervisor / Data Manager / Inspector	

The rates above include lodging, meals, mileage and other normal expenses.
No separate payment will be made for normal expenses.
Overtime hours will also be billed at the hourly rates above.